



## WHAT IS SUBDIVISION?

Subdivision is the legal mechanism used to create new, titled parcels of land and to adjust existing property lines. Subdivisions, excluding those that are only the consolidation of lots on the same legal plan, must be approved by the City of Revelstoke Approving Officer prior to registration with the Land Title Office.

The subdivision process ensures that the subdivision:

- Complies with the minimum lot size and frontage specifications outlined in the Zoning Bylaw;
- Aligns with the mandates of the City's Bylaws and policies;
- Aligns with the public interest; and
- Guarantees new lots are sufficiently serviced with roads, water, sewer, stormwater infrastructure, underground electrical and communication systems, street lighting, sidewalks, street trees, and any other necessary amenities specified by the City.





## WHEN IS A SUBDIVISION APPLICATION NEEDED?

A subdivision application is required for various types of subdivision, including:

- Adjusting or realigning an existing property line
- Creating two or more properties from one or more existing properties
- Creating bare land strata lots from one or more existing properties
- Dedicated property for road or park use
- Creating a phased strata title development
- Converting a previously occupied multi-unit development to strata title ownership

## PRIOR TO SUBMITTING AN APPLICATION

Applicants should ensure they understand the City of Revelstoke's policies and procedures before preparing a Subdivision Application. Prior to submitting an application, applicants should consider:

- **[Official Community Plan – Development Permit Areas](#)** – Review the Development Permit Area guidelines in Part 5 of the OCP to determine which Development Permit Area applies to your project, and whether the development application meets all the Development Permit Area requirements.
- **Zoning Maps and [Zoning Bylaw](#)** – Check the [City's Interactive Map](#) or the [City's Official Zoning Map](#) to find the zoning designation and zoning requirements for the property. This will help the applicant determine the permitted uses on the land and any restrictions including minimum lot area, frontage required for each lot, as well as siting of existing buildings from new lot lines.
- **[Subdivision, Development & Servicing Bylaw](#)** – Review the water, sanitary sewer, storm sewer requirements. This will help the applicant determine what types of servicing and access are required for the proposed development.
- **Contact the Development Services Department** – Contact the Development Service Department to set up a [pre-application](#) meeting to discuss the proposed subdivision application. Staff can provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.



## SUBDIVISION APPLICATION COSTS

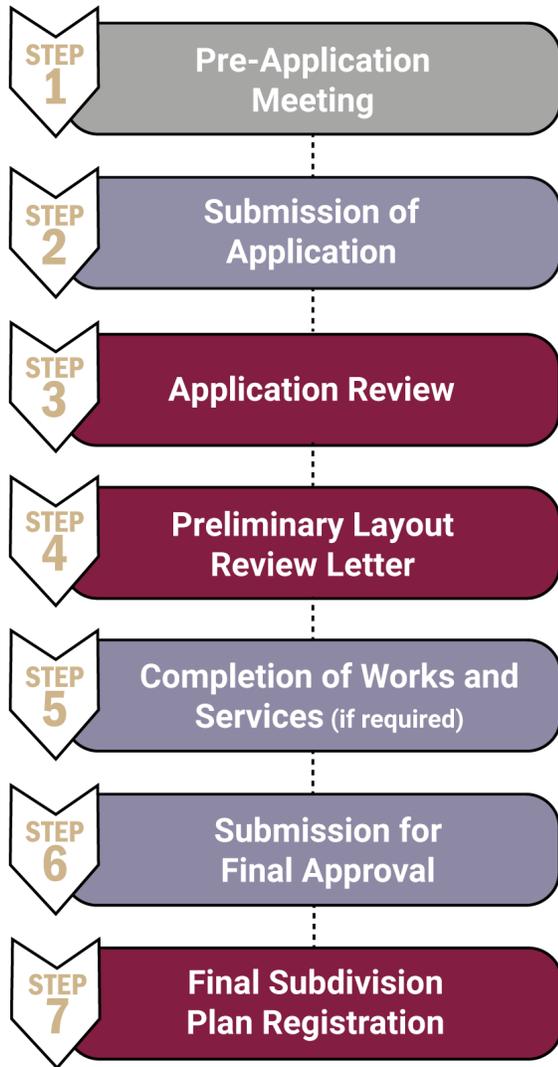
The cost of a Subdivision Application can vary depending upon the complexity of the application. In addition to the initial application fee outlined in the [Fees and Charges Bylaw No. 2256](#), overall costs associated with Subdivision Application may include:

- Actual cost of any third-party professional review of applications;
- Any plans needed to meet the application requirements (i.e. site plan, landscape plans);
- Revelstoke Development Cost Charges payable at the time of building permit or subdivision approval (see [Development Cost Charges Bylaw No. 1781](#));
- Professional reports (i.e. geotechnical assessment, engineering reports, planning rationale);
- Off-site requirements (i.e. road improvements, drainage issues);
- Bonding requirements for landscaping and servicing agreements; and
- Legal fees (i.e. registry, covenants).





**SUBDIVISION APPLICATION  
 PROCESS**



**Legend**

- Applicant & City Responsibility
- Applicant Responsibility
- City Responsibility

**SUBDIVISION PROCESSING  
 TIMELINES**

The following processing timelines are established from the date of receipt for a complete application. While this is a target, it is understood that different circumstances (i.e. revisions, new plans, complexity of application, volume of applications, provincial approvals) may alter timelines to be shorter or longer than outlined below. It is essential for applicants to submit a complete application and respond to staff requests for information to ensure that it is processed in a timely manner.

Applications are reviewed in the order in which they are received. Staff endeavour to process applications as quickly as possible to ensure we provide high quality service to the community.

**Minor Subdivision** (Preliminary Layout Review issuance): 2-4 months

**Complex Subdivision** (Preliminary Layout Review issuance): 4-6 months



## DETAILED APPLICATION PROCESS

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### STEP 1: PRE-APPLICATION MEETING

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Applicants are **required** (unless otherwise specified by the City) to [schedule a meeting](#) with Development Services staff to discuss a potential application **prior** to submitting a formal application. Staff will discuss the application review process, applicable policy, and formal application submission requirements to ensure proponents submit a complete application. Staff will advise if the applicant is required to engage a professional surveyor to provide a survey and preliminary layout for the Subdivision Application. Staff will endeavour to help identify key considerations and potential issues at this preliminary stage. Large or complex projects are particularly likely to benefit from the process.

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### STEP 2: APPLICATION SUBMISSION

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Applicants can submit a [Subdivision Application form](#), application fee, and any required supporting documents outlined in the application checklist, including subdivision plans in-person or electronically to the Development Services Department by emailing [development@revelstoke.ca](mailto:development@revelstoke.ca). It is essential that a complete application is submitted to ensure that it is processed in a timely manner.

Incomplete applications will not be accepted. Staff request that there is one main point of contact for the application to ensure consistent, coordinated communication throughout the application process.

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### STEP 3: COMPREHENSIVE APPLICATION REVIEW

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The Subdivision Application is reviewed by the Development Service Department, other internal departments and relevant external agencies, including but not limited to Engineering, Fire and Emergency Services, Parks, RCMP, Building Official and Utilities. Staff will review the application proposal against legislation and bylaws including the *Local Government Act*, *Land Title Act*, Official Community Plan, Zoning Bylaws, and Subdivision and Development Servicing Bylaw. Depending on the complexity of the proposal, applicants may be asked to provide additional information.

The Approving Officer must determine if the proposed subdivision is in the public interest. Staff may collect input from any persons who may be deemed to be affected by the proposed subdivision.



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#### STEP 4: PRELIMINARY LAYOUT REVIEW LETTER

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If staff determine that a subdivision proposal can move forward, staff will draft a preliminary layout letter and send it to the applicant. The preliminary layout letter lists all the requirements that need to be met before final approval of the subdivision. The preliminary layout review letter is valid for one year from issuance and may include requirements such as road dedication, parkland dedication (or cash-in-lieu of dedicating parkland), development cost charges, engineering servicing, restricted covenants, easements, and external agency requirements (e.g. Ministry of Transportation and Infrastructure).

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#### STEP 5: COMPLETION OF WORKS AND SERVICES

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Applicants **may** be required to engage a professional engineer to design works and services related to the subdivision at the applicant's expense. Bonding and/or servicing agreement with the City **may** be required to complete works and services.

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#### STEP 6: SUBMISSION FOR FINAL APPROVAL

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**Step 1: Draft Subdivision Approval Package** – The applicant and/or their lawyer or surveyor must prepare a draft subdivision approval package to submit to the City. This package must include all the supporting documents to show how each requirement outlined in the Preliminary Layout Review letter has been fulfilled as well as any copies of required legal agreements.

**Step 2: Subdivision Approval Package Review** – Staff will review the draft subdivision approval package within three weeks and provide comments to the applicant on any outstanding matters or revisions to the submissions before applicants can proceed to Step 3.

**Step 3: Subdivision Approval Fee Payment** – Once the applicant makes any required revisions to the subdivision approval package, staff will provide invoices for payment of all applicable fees as per the conditions on the Preliminary Layout Review including but not limited to Development Cost Charges, Parkland Cash-in-Lieu payments, and Final Subdivision Signing Fees.

**Step 4: Final Subdivision Approval Package** – Once the applicant pays all required subdivision approval fees, the applicant can prepare the final subdivision approval package. The final subdivision package must include copies of the final subdivision plan, copies of an application to deposit plan, title search, restrictive covenants or legal agreements, and any other required documentation as outlined in the Preliminary Layout Review Letter. Upon receipt of the final subdivision approval package, the Approving Officer will approve or reject the subdivision plan within two months of the date of submission.

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#### STEP 7: FINAL SUBDIVISION PLAN REGISTRATION

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After the Approving Officer has approved and signed the subdivision plans and documents, they are returned to the applicant and / or notary / lawyer for registration at the Land Title Office. A legal land title and civic address is created for each new parcel defined on the subdivision plan and the subdivision process is complete.



## QUESTIONS?

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

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250-837-3637

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[www.revelstoke.ca](http://www.revelstoke.ca)

*This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies, or guidelines will be resolved by reference to the bylaws or other official documents.*

Photos provided by [Tourism Revelstoke](http://Tourism Revelstoke).